

SAMPLE  
CERTIFICATE OF PERFORMANCE

CONTRACT INVOICE NO. \_\_\_\_\_

(Contractor format which contains all required information set forth in paragraph A. below may also be utilized.)

A. Contractor Certification

1. This is to certify that the following services were performed under Contract No. \_\_\_\_\_ Order No. \_\_\_\_\_ during the period \_\_\_\_\_ through \_\_\_\_\_.

<u>Labor</u> <u>Category</u>	<u>"Key Employee"</u> <u>Name</u>	<u>Regular Hours</u>	<u>Overtime Hours</u>
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2. Overtime work was authorized by \_\_\_\_\_.

3. Description of material, if invoiced.

4. The following authorized travel was performed in connection with official duties:

<u>Date</u>	<u>From</u>	<u>To</u>	<u>Mode of Transportation</u>
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5. Describe services performed. Identify work to applicable line item and indicate the estimate of percentage of completion achieved.

\_\_\_\_\_  
Contractor's Representative

\_\_\_\_\_  
Date

B. COR Review/Certification

I have reviewed the costs described above and concur that the number of hours, labor categories, key personnel, material, travel, and other direct costs were technically necessary and are reflective of the effort performed during the applicable time frame. Services received were performed satisfactorily and were specified in the order.

\_\_\_\_\_  
Name of COR

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization

Organization